


2015 PRIMARY & GENERAL ELECTION

LOCAL VOTERS' PAMPHLET

SPECIFICATIONS

by:  _____
Greg Kimsey, Clark County Auditor

Included Are The Following Sections:

- Section 1: Contents To Be Included In the Pamphlet(s)

- Section 2: Specifications For Jurisdiction Participation

- Section 3: Ballot Measure Explanatory Statement
 Specifications

- Section 4: Ballot Measure Pro & Con Statement
 Specifications

- Section 5: Candidate Statement & Photograph
 Specifications

SECTION 1

RULES AND REGULATIONS FOR THE 2015 CLARK COUNTY PRIMARY AND GENERAL ELECTION LOCAL VOTERS' PAMPHLET

CONTENTS TO BE INCLUDED IN THE LOCAL VOTERS' PAMPHLET:

1. Appearing on the cover will be the words "2015 Primary Official Local Voters' Pamphlet for Clark County" for the Primary and "2015 General Election Official Local Voters' Pamphlet for Clark County" for the General election and also "Published by the Clark County Auditor's Office," and the date of the election.
2. A list of jurisdictions participating in the production of the pamphlet will be printed on the front or inside cover, as space allows.
3. An introduction letter from the County Auditor will appear in the pamphlet.
4. A table of contents will be included.
5. A complete copy of any ballot measure submitted by a participating jurisdiction, accompanied by an explanatory statement prepared by the Prosecuting Attorney for any county measure, or by the attorney for the jurisdiction submitting the measure, if other than a county measure.
6. A required Public Disclosure Commission statement stating, "For a list of the people and organizations that donated to state and local candidates and ballot measure campaigns, visit www.pdc.wa.gov."
7. A copy of the statements for and against each ballot measure and rebuttals, if submitted.
8. Statements and photographs of the candidates for elective office will appear.
9. A copy of any ordinance, which would be repealed or revised by each ballot measure, will be included.
10. A list of all ballot deposit locations, if space allows.
11. Voter registration information will be included.

12. The following statement shall be printed at the bottom of each page where candidate statements appear: "These statements are submitted by the candidates and are not checked for accuracy by any government agency."
13. The following statement shall be printed at the bottom of each page where statements for or against ballot measures appear: "Statements printed on this page are the opinions of the authors and have not been checked for accuracy by any government agency."
14. Measures and candidate statements shall be printed in the pamphlet, so far as possible, in the same order, manner and form in which they are designated to appear on the Primary and General election ballots.
15. Any additional information pertaining to elections as may be required by law or in the judgment of the County Auditor is deemed informative to the voters.

SECTION 2

SPECIFICATIONS FOR JURISDICTION PARTICIPATION IN THE CLARK COUNTY LOCAL VOTERS' PAMPHLET

Participation by Jurisdictions

If a local voters' pamphlet is published by the County for a Primary or General election, the pamphlet shall be published for the elective offices of the County and for the elective offices of each unit of local government located entirely within the County, which will appear on the ballot at that election. The pamphlet may be published for any ballot measures of the County and for any ballot measures of each unit of local government located entirely within the County, which will appear on the ballot at that election. For a ballot measure to appear in the Primary local voters' pamphlet, the County Auditor's office must be notified in writing by **Friday, May 8, 2015** of the intent of the County or other jurisdiction to place a measure on the Primary ballot. For a ballot measure to appear in the General election local voters' pamphlet, the County Auditor's office must be notified in writing by **Tuesday, August 4, 2015** of the intent of the County or other jurisdiction to place a measure on the General election ballot. However, the offices and measures of a first class city shall not be included in the pamphlet if the city publishes and distributes its own voters' pamphlet for that election. For the August 4, 2015 Primary and the November 3, 2015 General elections, a local voters' pamphlet will be published in and for Clark County. For the General election this local voters' pamphlet will be published and distributed in conjunction with and as part of the State voters' pamphlet, if one is published.

A jurisdiction having boundaries extending beyond Clark County may have candidate races and/or ballot issues included in the local voters' pamphlet, if certain requirements are met. The jurisdiction with boundaries outside Clark County must sign an interlocal agreement with the County Auditor's office. This agreement will insure that all costs associated with providing a local pamphlet to voters outside Clark County will be the responsibility of that jurisdiction. If other counties, which include a portion of the jurisdiction, produce a local voters' pamphlet, every effort will be made to incorporate the jurisdiction's information in local pamphlets from both counties. It is the responsibility of the jurisdiction with boundaries beyond Clark County to notify the County Auditor's office if they wish to be included in the local pamphlet. This notification must be made by **Wednesday, April 29, 2015**, for both the 2015 Primary and General elections.

Waiver of Participation Requirement Because of Undue Financial Hardship

If the required appearance in a local voters' pamphlet of the offices or measures of a unit of local government would create undue financial hardship for any unit of government, the legislative authority of the unit may petition the Board of County Councilors to waive this requirement. The Board of County Councilors may provide such a waiver if it does so before the publication of the pamphlet and it finds that the requirement would create such hardship. If a jurisdiction does request a waiver of participation in the local voters' pamphlet due to financial hardship, the legislative authority of the jurisdiction must approve the request. The request must also be submitted in writing to the Board of County Councilors with a copy sent to the County Elections Department. The deadline for requesting a waiver is **Friday, April 3, 2015**. A waiver application form is available upon request.

Responsibility for the Cost of the Local Voters' Pamphlet

The cost of the local voters' pamphlet shall be considered an election cost to those local jurisdictions included in the pamphlet and shall be prorated in the manner provided in RCW 29A.04.410; which states:

Every city, town and district is liable for its proportionate share of the costs when such elections are held in conjunction with other elections.

Any jurisdiction having boundaries extending beyond Clark County and wishing to be included in the local voters' pamphlet must sign an interlocal agreement, which requires the jurisdiction to cover all costs associated with mailing a local pamphlet outside Clark County. The jurisdiction will also be responsible for their prorated share of the cost of the local voters' Pamphlet sent to Clark County voters.

The purpose of this section is to clearly establish that the County is not responsible for costs involved in the holding of a city, town or district election.

SECTION 3

SPECIFICATIONS FOR EXPLANATORY STATEMENTS OF BALLOT MEASURES APPEARING IN THE CLARK COUNTY LOCAL VOTERS' PAMPHLET

EXPLANATORY STATEMENTS

Explanatory Statements Required

An explanatory statement about the measure must accompany all ballot measures submitted for inclusion in the local voters' pamphlet. All explanatory statements become public information five days after submission deadline.

Attorney for the District to Review Explanatory Statement

The attorney for the city, town or district submitting the ballot measure should review explanatory statements. All explanatory statements are subject to being reviewed by the County Prosecuting Attorney's office.

Purpose of Explanatory Statement

The explanatory statement shall tell what the current law is and what the results of passage of the ballot measure would be.

Restrictions on Explanatory Statements

Explanatory statements for the local voters' pamphlet shall not exceed one hundred (100) words.

By law, the County Auditor is required to reject any statements which contain any obscene, vulgar, profane, scandalous, libelous or defamatory matter, or any language which in any way incites, counsels, promotes or advocates hatred, abuse, violence and/or hostility toward, or which tends to cause ridicule or shame upon any person or group of persons by reason of sex, race, color, religion or manner of worship or any language or matter the circulation of which is prohibited by Federal law.

Restrictions on the Style of Statements in the Local Voters' Pamphlet

The County Auditor finds that it is in the public interest that all statements published in the local voters' pamphlet are of substantially similar format and style. To promote such consistency, all explanatory statements submitted for publication in the local voters' pamphlet shall contain the name, address and telephone number of the person submitting such statement. All statements shall be formatted in block paragraph style without tables, lists, or other material requiring multiple indentations. Words, phrases and sentences which are in italics, underlined, in bold print, printed in a larger font size or emphasized in some other manner will be typeset in italics in a font size matching the rest of the statement. Statements which are all in upper case letters will be set in normal lower case except for the first letter of proper nouns and the first letter of the first word in a sentence. Statements may be provided electronically as a word document or in paper form. We recommend that such formatting be avoided as it reduces the readability of the statement.

Deadline for Submission of Explanatory Statements

Explanatory statements about measures appearing in the Primary local voters' pamphlet shall be submitted to the County Auditor on or before **Friday, May 15, 2015**. Explanatory statements about measures appearing in the General election local voters' pamphlet shall be submitted to the County Auditor on or before **Friday, August 14, 2015**.

Editing of Statements for the Local Voters' Pamphlet

The County Auditor finds that it is in the public interest that all statements published in the local voters' pamphlet be accurate as to form and syntax. To promote such accuracy, the County Auditor may correct any incidental errors of spelling, grammar and punctuation which he/she feels would unfairly prejudice the statement or confuse the voters so long as such corrections do not alter the meaning or substance of the statement. This office is not obligated, however, to make such corrections and we assume no responsibility for errors which result from inaccuracies in the original statement submitted by the candidate.

Deadline Extension

The County Auditor shall have the authority to grant any deadline extension, which he feels, is in the best public interest. All extensions shall be equally granted to opposing candidates or committees. Extensions will not be granted for failure to submit materials by the times and dates established in these specifications.

Where to Submit Statements

Elections Department
1408 Franklin Street
PO Box 8815
Vancouver, WA 98666-8815

elections@clark.wa.gov

SECTION 4

SPECIFICATIONS FOR STATEMENTS RELATING TO BALLOT MEASURES APPEARING IN THE CLARK COUNTY LOCAL VOTERS' PAMPHLET

COMMITTEE STATEMENTS

Committees to Write Statements For and Against Measures

For jurisdictions planning to include information about any ballot measure in the Primary and/or General election local voters' pamphlet, the legislative authority of that jurisdiction shall, no later than **Tuesday, May 12, 2015** for the Primary and no later than **Thursday, August 6, 2015** for the General election:

- I. Formally appoint a committee to prepare statements advocating voters' approval of the measure; and
2. Formally appoint a committee to prepare statements advocating voters' rejection of the measure.

The authority shall appoint persons known to favor the measure to serve on the committee advocating approval and shall, whenever possible, appoint persons known to oppose the measure to serve on the committee advocating rejection. Each committee shall have no more than three members. However, a committee may seek the advice of any person or persons. Each appointed committee will be provided with a copy of these specifications to enable the committee to be aware of deadlines and other relevant specifications.

If the legislative authority of a unit of local government fails to make such appointments by the prescribed deadline, the County Auditor shall, whenever possible, make the appointments.

The committee shall elect from among their members a chairperson and shall immediately notify the County Auditor in writing of the names, addresses and telephone numbers of the persons on the committee. This information can be mailed to Elections Department, PO Box 8815, Vancouver, WA 98666-8815 or emailed to elections@clark.wa.gov or faxed to 360-397-2394.

Advisory Committees / Committee Members

Committees appointed to write statements for or against measures appearing in the local voters' pamphlet may select other persons to serve as an advisory committee. Only the names of the three committee members will be listed in the local voters' pamphlet along with their contact information.

Length of Statements and Rebuttals

Statements for and against measures appearing in the local voters' pamphlet shall not exceed two-hundred and fifty (250) words. The committee may use up to four headings to summarize and identify major points or portions of the statement for the convenience of the reader. Such headings shall be included in the computation of the number of words in the statement. *Each of the three committee members may submit contact information for inclusion in the voters' pamphlet consisting of: A telephone number, an e-mail, and an Internet address which will not count toward the maximum word allowance.*

Rebuttals to statements for and against measures appearing in the local voters' pamphlet shall not exceed seventy-five (75) words and must address issues raised in the opposing statement without injecting issues not previously discussed by either the statement for or against that measure.

All statements "for" or "against" a ballot measure in excess of the two-hundred and fifty (250) words and rebuttal statements in excess of the seventy-five (75) words will have the extra words omitted. If such a deletion creates an incomplete sentence, that incomplete sentence will also be omitted. In order to be fair and to give equal treatment to all committees, there will be no exceptions to this word limitation.

Restrictions on the Style of Statements

The County Auditor finds that it is in the public interest that all statements published in the local voters' pamphlet are of substantially similar format and style. To promote such consistency, all statements submitted for publication shall contain the name, address and telephone number of the chairperson of the committee and the names of the other two committee members submitting such statement. *All statements shall be formatted in block paragraph style without tables, lists, or other material requiring multiple indentations.* Words, phrases, or

whole sentences which are underlined, in bold print, printed in a larger font size, in upper case letters, or in italics will be typeset in italics in a font size matching the rest of the statement. Statements which are all in upper case letters will be set in normal lower case except for the first letter of proper nouns and the first letter of the first word in a sentence. Statements may be provided electronically as a word document or in paper form.

Deadline for Submission of Statements and Rebuttals

Statements for or against measures appearing in the local voters' pamphlet shall be submitted to the County Auditor by the chairperson of the committee appointed to draft that statement by 5:00 p.m. **Thursday, May 21, 2015** for the Primary and by 5:00 p.m. **Thursday, August 13, 2015** for the General election. A copy of the statements for or against a measure appearing in the local voters' pamphlet shall be provided to the opposing committee by the Auditor's Office *by the day following the deadline for submission of statements*. This can be done by a representative of the opposing committee coming to the Elections Department after 8:00 A.M. the day after the deadline or by calling the Elections Department at 360-397-2345 and providing us with a FAX telephone number or email address. The opposing committee will receive a "raw" copy of the opposition statement (not yet edited for word count, punctuation, spelling and conformity to the specifications listed in this document). *Statements will not be released early to insure equal treatment of both the "for" and "against" committees.*

Rebuttals of statements for or against measures appearing in the local voters' pamphlet shall be submitted to the County Auditor by the chairperson of the opposing committee by 5:00 p.m. **Thursday, May 28, 2015** for the Primary pamphlet and by 5:00 p.m. **Thursday, August 20, 2015** for the General election pamphlet. All statements become public information five days after submission deadline.

Fees

No fees shall be charged to committees submitting materials to be included in the local voters' pamphlet.

The cost of the local voters' pamphlet shall be considered an election cost to those local jurisdictions included in the pamphlet and shall be prorated in the manner provided in RCW 29A.04.410.

Rejection of Statements for the Local Voters' Pamphlet

By law, the County Auditor is required to reject any statements which contain any obscene, vulgar, profane, scandalous, libelous or defamatory matter, or any language which in any way incites, counsels, promotes or advocates hatred, abuse, violence and/or hostility toward, or which tends to cause ridicule or shame upon any person or group of persons by reason of sex, race, color, religion or manner of worship or any language or matter the circulation of which is prohibited by Federal law.

For the Primary, committees will be notified no later than **Wednesday, May 27, 2015**, if their statement or any portion thereof has been rejected. They will have until **Friday, May 29, 2015**, to submit a revision of the portion which has been rejected. For the General election, committees will be notified no later than **Monday, August 17, 2015**, if their statement or any portion thereof has been rejected. They will have until **Wednesday, August 19, 2015**, to submit a revision of the portion that has been rejected. If any portion of a committee's statement is rejected, only that rejected portion may be rewritten and submitted for inclusion in the final statement

Appeal of Rejected Statements:

Committees who have had any portion of their statement for the Primary rejected will have until **Friday, May 29, 2015**, to appeal the rejection. For the General election, they will have until **Wednesday, August 19, 2015**, to appeal the rejection. Appeals will be made to the County Auditor.

The County Auditor shall render a decision within two (2) business days of the appeal and such decision to accept or reject the statement or portion of the statement shall be final. A second decision to reject is final due to time limitations and only the portion of the statement, if any, which was not rejected, will be used. Appeal of the rejection of a rebuttal statement is not permitted.

Editing of Statements for the Local Voters' Pamphlet

The County Auditor finds that it is in the public interest that all statements published in the local voters' pamphlet be accurate as to form and syntax. To promote such accuracy, the County Auditor may correct any incidental errors of spelling, grammar and punctuation which he/she feels would unfairly prejudice the statement or confuse the voters so long as such corrections do not alter the meaning or substance of the statement. This office is not obligated, however, to

make such corrections and we assume no responsibility for errors which result from inaccuracies in the original statement submitted by the committee.

Deadline Extension

The County Auditor shall have the authority to grant any deadline extension, which he/she feels, is in the best public interest. All extensions shall be equally granted to opposing candidates or committees. Extensions will not be granted for failure to submit materials by the times and dates established in these specifications.

Where to Submit Statements

Elections Department
1408 Franklin Street
PO Box 8815
Vancouver, WA 98666-8815

elections@clark.wa.gov

SECTION 5

LOCAL VOTERS' PAMPHLET CANDIDATE STATEMENT SPECIFICATIONS

CANDIDATE PARTICIPATION

For the 2015 Primary and General election, the Clark County Auditor's Office will be publishing a Local Voters' Pamphlet. The local pamphlet for the Primary will include a statement, photograph and contact information for local offices and Superior Court Judge (if contested). The local pamphlet for the General election will be published in conjunction with the State Voters' Pamphlet.

CANDIDATE STATEMENTS AND PHOTOGRAPHS

Please note: The candidate statement requirements for State online filing are different from our County statement requirements. Our requirement remains at a 100 word limit and we will not include the additional biographical experience.

Deadlines for Submitting Statements and Photographs

Local official candidates, who wish to have a statement and photograph appear in the "2015 Clark County Local Voters' Pamphlet" for the Primary and General election, must submit such material to the Election Department no later than 5:00 P.M. **Tuesday, May 26, 2015.**

Superior Court judge candidates must submit statement and photos to the State no later than 5:00 P.M., **Friday, May 22, 2015.**

Only those candidates receiving sufficient votes in the Primary, in order to advance to the General election, will be included in the General election pamphlet. All statements will become public record five (5) days after submission deadline. Statements and photographs submitted for the Primary local voters' pamphlet will also be used for the General election local voters' pamphlet. For any jurisdiction that has been granted a waiver from participating in the local voters' pamphlet due to undue financial hardship, no candidate statements or photographs will be included in the local pamphlet.

Statement Length

Statements submitted by all candidates shall be limited to one hundred (100) words or less. Hyphenated words or words combined with a slash will count as multiple words.

Each candidate must be certain that his/her statement does not exceed the word limit. Hand count the number of words in your statement. Do not rely on Microsoft Word to do the word count for you, especially if you have hyphenated words. If the statement exceeds the one hundred (100) word limit, the candidate will be notified of this fact by telephone. The candidate will have until the close of the next business day (5:00 PM), following notification, to submit a new copy of their statement that is within the word limit. The new statement must be changed only to the extent necessary to reduce it to the one hundred (100) word limit. If the new statement contains new material, it will be rejected and the candidate's first statement will be used in the same manner as described in the next paragraph.

All words in excess of the one hundred (100) word limit will be omitted. If such a deletion creates an incomplete sentence, that incomplete sentence will also be omitted. In order to be fair and to give equal treatment to all candidates, there will be no exceptions to this word limitation.

In addition to the one hundred (100) word limit, candidates will be allowed to include "campaign contact information", including one campaign address, one telephone number, one email address and one Internet website address.

Submission Standards

In order to maintain good standards of readability and to insure accuracy in typesetting this material for publication, the following standards and recommendations for style and format have been established:

1. The candidate's name, address, telephone number and position sought should appear on the top of each page of the statement. This information will not count as part of the one hundred word limitation.
2. The candidate's 100 word statement should follow the above information. The material will be formatted in paragraph style; lists of items that require multiple indentations are not permitted because of space limitations.

3. Words, phrases and sentences which are in italics, underlined, in bold print, printed in a larger font size or emphasized in some other manner will be typeset in italics in a font size matching the rest of the statement. Statements which are all in upper case letters will be set in normal lower case except for the first letter of proper nouns and the first letter of the first word in a sentence. We recommend that candidates avoid such formatting as it reduces the readability of the statement.
4. *The candidate's "campaign contact information" should be clearly indicated following the text of the candidate's 100 word statement. The campaign contact information will be printed in the voters' pamphlet to enable the voters to contact the candidate or the candidate's campaign.* This information is optional, to be included or not included as the candidate desires.
5. Statements and photographs may also be submitted by email. Candidates will also be given the opportunity to submit a statement and photograph through the online candidate filing system. A link to the online candidate filing system will be located on our website at clarkvotes.org. If submitting materials by email, please contact the Elections Department and confirm receipt to ensure your materials are included in the local voters' pamphlet.

Editing of Statements

The County Auditor finds that it is in the public interest that all statements published in the local voters' pamphlet be accurate as to form and syntax. To promote such accuracy, the County Auditor may correct any incidental errors of spelling, grammar and punctuation which he/she feels would unfairly prejudice the statement or confuse the voters so long as such corrections do not alter the meaning or substance of the statement. This office is not obligated, however, to make such corrections and we assume no responsibility for errors which result from inaccuracies in the original statement submitted by the candidate.

RCW 29A 32.230(3) requires any statements by a candidate submitted for inclusion in the local voters' pamphlet be limited to only those about the candidate himself or herself.

Rejection of Statement Due to Unacceptable Content

By law, the County Auditor is required to reject any statements which contain any obscene, vulgar, profane, scandalous, libelous or defamatory matter, or any language which in any way incites, counsels, promotes or advocates hatred, abuse, violence and/or hostility toward, or which tends to cause ridicule or shame upon any person or group of persons by reason of sex, race, color, religion or manner of worship or any language or matter the circulation of which is prohibited by Federal law.

Appeal of Rejected Statements

Candidates who have had any portion of their statement rejected will be notified in writing and by telephone. The candidate will have until 5:00 PM, three days following the notification to appeal the rejection. Appeals will be made to the County Auditor. Notification by telephone shall include any messages left on a candidate's voice telephone recorder.

The County Auditor shall render a decision within two (2) business days of the appeal and such decision to accept or reject the statement or portion of the statement shall be final. A second decision to reject is final due to time limitations and only the portion of the statement, if any, which was not rejected, will be used.

Proofing of Statements

To insure the maximum accuracy in the publication of these statements, the County Auditor will make available a proof copy of any statement to the candidate who submitted it from **June 8 through June 12, 2015** for candidates whose name will appear on the Primary ballot and from **June 15 through June 19, 2015** for candidates whose name will appear on the General election ballot only.

Candidates will not be permitted to amend the content of their original statement after it is submitted. Only the correction of incidental errors in spelling, punctuation, or syntax in the original statement or correction of errors in typesetting will be allowed. Statements and photographs submitted for use in the Primary local voters' pamphlet will also be used for the General election pamphlet.

Photographs

Candidates may submit a photograph to be included with their statement. To assure the best possible reproduction, all photographs must be:

1. Black and white glossy prints or color prints (no photocopies).
2. Not smaller than 3 x 5 inches or larger than 8 x 10 inches.
3. Limited to the head and shoulders of the candidate. We recommend that you use a photograph with a light (not white) background, as this will provide the best contrast when printed.
4. Photo may not be digitally altered.
5. Not more than five (5) years old.
6. Clothing or insignia that suggest a public office are banned.
Examples: judicial robes, law enforcement or military uniforms.
7. Photographs are prohibited which show the uniform or insignia of any organization which advocates or teaches racial or religious intolerance.

Photographs may also be submitted by electronic means once a candidate has filed for office. If you are submitting a photograph electronically, it must be at least 300 dpi resolutions and no smaller than 1200 x 1500 pixels. If your electronic image is in color, do not convert it to grey scale. We will make the proper conversion needed for the voters' pamphlet.

A link to the online candidate filing system will be located on our website at clarkvotes.org. When submitting materials by email, please contact the Elections Department and confirm receipt to ensure your photo is included in the local pamphlet.

No proofs of candidate photographs will be made available due to the reduced reproduction quality of photographs during the preliminary pamphlet proofing process. Only the final pamphlet will contain the best possible reproduction of photographs, dependent on the quality of the photograph submitted.

Deadline Extensions

The County Auditor shall have the authority to grant any deadline extension, which he/she feels, is in the best public interest. All extensions shall be equally granted to opposing candidates. Extensions will not be granted for failure to submit materials by the times and dates established in these specifications.

Where to Submit Statements and Photographs

In Person:

Elections Department
1408 Franklin Street
Vancouver WA 98660

By Mail:

Elections Department
PO Box 8815
Vancouver, WA 98666-8815

Online:

clarkvotes.org

Email:

Elections@clark.wa.gov